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ABSTRACT

This eleven-part procedures manual provides information on the operations of the International Studies Program (ISP) at St. Louis Community College. After introductory material on the program, which provides off-campus credit courses involving travel and field study of life and the cultures in foreign countries, Section I presents the philosophy of the program, which stresses the preparation of students for life in the world community. Section II explains that the ISP courses promote a total educational experience that develops academic and life skills. Sections III and IV outline the roles of the ISP Director, who is responsible for course approval, faculty selection, student registration, fee collection, publicity, and other administrative duties, and of the ISP Advisory Committee, which assists in determining program standards and course review. Next, Section V presents brief guidelines for program planning, and Section VI presents questions used to evaluate proposed ISP courses. After Section VII outlines criteria for the selection of faculty mentors (i.e., instructors who initiate and take responsibility for the courses), Section VIII enumerates the responsibilities of these faculty mentors in course planning and during the program of study. Sections IX and X consider methods of payment for ISP faculty and program fees. The final section outlines registration procedures. Appended are an ISP course proposal form, a budget planning guide, and an application for admission. (AIC)

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INTERNATIONAL STUDIES PROGRAM PROCEDURES MANUAL

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INTRODUCTION

INTERNATIONAL STUDIES PROGRAM

The unique International Travel Studies Program which originated at St. Louis Community College in 1977 is administered by the Institute for Continuing Education. The program provides off-campus credit courses involving travel and field study of the life and cultures of foreign countries.

Each ISP course is designed as nearly as possible so students may experience first-hand each country's living traditions which shaped the civilization of that particular geographic area. Each activity is selected to enhance and further familiarize the learner with that nation's most significant contributions. Deliberate choices of hotels, the use of public transportation, the attention to the culinary contributions, the expansion of language facility, all are among the important ingredients combined in each individualized learning experience.

The ISP program provides a flexible format for learning consisting of lectures prior to departure as well as during the trip on site and upon return to the campus. The field study provides the basis for individualized research opportunities in the libraries, museums, universities and other institutions of the countries visited, and the individual research project which is developed under the guidance of the course instructor is shared in summary with other members of the "learning team." In combination, these events provide for a total experience in learning using the world as a laboratory.

I. PHILOSOPHY OF THE INTERNATIONAL STUDIES PROGRAM

One of the well recognized responsibilities of the community college is to prepare its students to live in society; not just the immediate area served by the college, but the world community.

Before World War II American education was primarily concerned with preparing "good" citizens to carry on the goals and national priorities of the United States. After World War II America found itself the most powerful nation on earth. It responded to this new reality with the Marshall Plan, Fullbright Program, Peace Corps, Alliance for Progress and numerous college and university programs designed to give Americans a greater understanding of the world around them, the world community. As a result, Americans began to understand that their destiny was no longer in their own hands, but that the world was rapidly becoming interdependent. Every year Americans purchased greater amounts of manufactured goods from overseas markets; American industry became increasingly dependent on foreign sources for manganese, chromium, tin, and bauxite; the oil producing nations gained a vice-grip strangle-hold on the American economy despite the fact that approximately one out of every three acres of American farmland produced food for export. Therefore, American education could no longer be concerned only with what made a "good" American citizen. It also had to address itself to what makes a "good" global citizen. Americans had to be taught to recognize that events, no matter how far removed, had impact upon them and upon all mankind. Man had become economically, socially, and politically interdependent. Escalation of gasoline prices proves there is no escaping from this reality in today's world. Our planet is a global society forming a system of interrelated and interdependent parts that together constitute a dynamic society, and American education must help to develop in its students an awareness of this reality.

For those and other equally pressing reasons, the International Studies Program (ISP) was developed at St. Louis Community College. The goals of the ISP are the same goals that the former Secretary General of the United Nations, U Thant, wrote about almost twenty years ago: "What we need, therefore, is a synthesis of these values - spiritual and moral as well as intellectual - with the aim of producing a fully integrated human being who is inward looking as well as outward looking, who searches his own mind in order that his nobler self may prevail at all times, and at the same time recognizes his obligations to his fellow men and the world around him; because while the world is shrinking, humanity is multiplying, and each of us has to recognize his essential kinship to every other member of the human race."

II. DEFINITION OF INTERNATIONAL STUDIES PROGRAM COURSES

Each International Studies Program course is composed of a unique method of instruction through which a student is introduced to either a general discipline such as the Humanities, or to a specialized career area like Criminal Justice, by participation in an on-site investigation of these subjects using the techniques of "field study." An ISP course is much more than a guided tour; it includes a total educational experience involving the development of academic and life skills in a "real life" setting combined with specific educational goals and objectives designed for each individual student to achieve during the process.

III. ROLE OF THE INTERNATIONAL STUDIES PROGRAM (ISP) DIRECTOR

Under the supervision of the Dean of the Institute for Continuing Education, the ISP Director is responsible for:

1. Obtaining the approval of proposed courses, faculty selection, effective enrollment procedures, budgetary requirements, and logistical arrangements for each course.
2. Registering all students in the particular ISP course of their choice.
3. The collection of all fees for ISP courses and working closely with the Administrative Center Business Office staff to implement appropriate District-wide procedures.
4. The placement of course announcements in appropriate campus and college-wide publications.
5. The publicity of all ISP courses in conjunction with the community relations staff.
6. The formation and chairing of an International Studies Program Advisory Committee.

IV. THE INTERNATIONAL STUDIES PROGRAM ADVISORY COMMITTEE

The ISP Advisory Committee assists the staff in determining program standards, suggests ideas for programs and reviews ISP courses. The committee further assists in the recruitment of students and faculty leaders, and advises the Director in formulating plans and procedures that will perpetuate a quality International Studies Program. The committee may also participate, as appropriate, in orientation and review sessions of the ISP programs.

The Advisory Committee is composed of the Director of the ISP; one or more members selected from the community at large; a faculty member, from each campus, noted for expertise in international education to be chosen bi-annually by the appropriate Dean of Instruction; and Assistant Dean of Continuing Education (to be rotated annually) who will serve as secretary to record all proceedings. The Director will chair the meetings of the Advisory Committee. The Dean of the Institute for Continuing Education may serve as an ex-officio member. The committee shall meet at least once each semester to assist in the planning for the coming year.

V. GUIDELINES FOR PROGRAM PLANNING

Like all other credit classes generated by the several departments within St. Louis Community College, the evaluation of International Studies course offerings follows the same processes for approval within the framework of the District Instructional Services Committee.

The proposal and planning of any ISP course will be considered very carefully at the outset by the initiating faculty member or the community representative. The program mentor must be convinced of the unique educational value to be derived from an international experience for participating students. The special ISP Course Proposal Form (Appendix A) shall be completed by the instructor and submitted to the ISP Director using the following timetable (it should be noted that 6 months planning time is considered minimum for an effective ISP course):

<u>SEMESTER OFFERED</u>	<u>DEADLINE FOR PROPOSAL</u>
Fall	Previous January 15th
Christmas Break	Previous April 15th
Spring Break	Previous September 15th
Intersession & Summer	Previous October 15th

VI. CRITERIA FOR APPROVAL OF PROPOSED ISP COURSES

In order to maintain appropriate program variety, the selection of courses and faculty mentors to fulfill the objectives of the ISP is the responsibility of the Director, in consultation with the Dean of the Institute for Continuing Education. Proposed courses will be evaluated on the following criteria found in the International Studies Program Course Proposal:

1. Synopsis of course including detailed course description - What are the objectives of the course? Are they measurable and obtainable? Are they appropriate to the mission of the community college? Are the course requirements clearly defined?
2. Itinerary - Is the itinerary realistic and obtainable in terms of the economic constraints of the day? Does it fulfill the objectives of the course as outlined in Item #1?
3. Proposed publicity - How will the course be publicized?
4. What are the special features of this course that make it a unique learning experience? Are they consistent with Items #1 and #2 above? Is each student responsible for a significant research project and is the project relevant and obtainable through the itinerary proposed and with independent study specifications?
5. What are the evaluation procedures? Are they consistent with SLCC standards?
6. Will the course be self-supporting?

VII. CRITERIA FOR SELECTION OF FACULTY MENTORS

Faculty members will be approved and evaluated by the Director, ISP in consultation with the Dean of Institute for Continuing Education and the appropriate Dean of Instruction.

1. Familiarity with the history, culture, customs, language, and contemporary politics of the proposed itinerary.
2. Have demonstrated an ability to work with students, staff, and others in an independent field study mode.
3. Language facility in the country to be visited will be considered an asset.
4. A background of academic, professional and/or personal overseas travel in the area of study will be considered essential.
5. Have demonstrated the ability to be adaptable and flexible under various conditions involving individuals and groups.

All ISP courses involve college credit, and may consist of either a regular course listed in the catalog, or may be a Special Problems course designed specifically to meet a current need. In either case, the course to be offered in the ISP format must be approved by the department concerned and the Dean of Instruction prior to its being proposed to the Director of ISP and the Dean of the Institute. It will be the responsibility of the Director, ISP to have the appropriate approvals before a course can be publicized.

VIII. THE ISP FACULTY MENTOR - RESPONSIBILITIES

Once the faculty mentor has determined that there is special educational value to be gained from an international experience for the participating students, a course proposal may be prepared using the ISP Course Proposal Form. If the proposed course is approved, the faculty mentor assumes responsibility for the following:

1. To provide suitable details for publicity items and to actively assist in the recruitment of participants for the proposed course.
2. To contact all organized groups who may have a "special interest" in the subject matter provided in the ISP course.
3. To notify colleagues in other institutions about the availability of the ISP course.
4. To schedule appropriate orientation meetings in conjunction with the ISP Director, prior to departure to outline the course activities, and to explain necessary logistical arrangements such as transportation, accommodations, and packing.

All of the above will be done under the supervision and support of the Director, ISP.

Once the study program has begun, the faculty mentor will be responsible for:

1. Carrying out the objectives of the course as detailed in the ISP Course Proposal Form.
2. Following the itinerary as detailed in the ISP Course Proposal Form.
3. The safety, health, and welfare of the participating students.
4. Evaluating each part of the itinerary including housing and transportation to insure future quality control. This evaluation will be submitted in writing to the Director, ISP two weeks after arrival back in the United States.

5. Evaluating each student and for providing grades, based on the evaluation procedure detailed in the ISP Course Proposal Form, to the appropriate campus registrar according to the specified deadlines.
6. Providing the ISP Director with appropriate accounting records for any funds expended in conjunction with the course.

IX. METHODS FOR PAYMENT OF ISP FACULTY

Faculty participating in ISP courses will be paid according to the following formula:

1. Less than 15 students - the faculty member will be paid according to the prevailing Independent Study rate.
2. Fifteen or more students - the faculty member will be paid on the appropriate overload or part-time rate, as provided for in College Procedures 3.5 according to the rank of the faculty member and number of credit hours involved. There may be occasions when the course may be conducted as part of one's regular load when approved by the appropriate supervisors.
3. The faculty member will be paid a per diem as provided for in District Policy during the period of travel.
4. The faculty member's transportation and accommodations will be provided from the fees charged for the course.

X. PROGRAM FEES

Payments of fees are processed through the ISP Director's Office. Checks are preferred and should be made out to St. Louis Community College. Master Card or Visa may be used to pay all or part of the fees for ISP courses. Cash transactions are discouraged because of the difficulty of guaranteeing the safety of large amounts of money and the inability of maintaining proper accountability. Such payment options will appear in all ISP brochures publicizing courses.

As fees are received, they will be deposited by the ISP Director, in the ISP account through the Cashier on the appropriate campus. The fee structure and method of payment is to be determined by the ISP Director at the time the budget is approved for the specific ISP course.

Each ISP course is to be audited by the Administrative Center Business Office, in conjunction with the ISP Director and Dean of the Institute for Continuing Education, in accordance with the policies and procedures of St. Louis Community College.

Refunds - Because of the necessity for paying for reservations in advance, refunds for ISP courses cannot be made after two weeks prior to the departure date. Refunds will be made after the two-week period only if a substitute participant is obtained.

XI. REGISTRATION PROCEDURES

Students may enroll in person for ISP courses by completing the registration packet and by paying their fees at any of the Offices of Continuing Education located on the three campuses of the College or at the Institute office at the Administrative Center. Mail registrations submitted to the Director ISP will also be processed. A copy of the student application form is attached as Appendix C.

Each campus Continuing Education office will maintain a current listing of all courses available through the ISP together with the appropriate fees charged for each.

The Director ISP will process, as frequently as necessary, the registrations received at each campus location by delivering the student's "Application for Admission" together with the appropriate fees to the Office of Admissions on the campus where the course originated.

The Office of Admissions will complete the process of admission and enrollment. A class list will then be generated by the Office of Admissions for each ISP course. The class list will include such information as: course title and number, section, student numbers, and an alphabetical list of students. A copy of the class list will be sent to the Registrar and to the Director ISP. The Director ISP will also be provided with "letters of acceptance of admission to the College" to be forwarded to the students along with other pertinent information relating to the course.

APPENDIX A

INTERNATIONAL STUDIES PROGRAM COURSE PROPOSAL

(For submission to the Director, International Studies Program)

Proposed Course Title _____

Credit Hours _____ Departmental Area _____

Dates of Course _____

Destination _____

I. Synopsis of Course (attach a detailed outline and course objectives):

II. General Itinerary (attach a detailed itinerary including cost estimates):

III. Publicity (attached copies of proposed publicity announcements for this course):

IV. Describe unique features of this course _____

V. Evaluation Procedure _____

VI. Faculty Mentor _____

Special qualifications for teaching this course _____

VII. ENDORSEMENTS

Associate Dean - Divisional Area _____

Dean of Instruction _____

Director, ISP _____

APPENDIX B

INTERNATIONAL STUDIES PROGRAM

BUDGET PLANNING GUIDE

COST ESTIMATES

ISP courses must be designed to be self-supporting. By completing the following checklist, a determination can be made as to the estimated program costs per person which should make it possible for planners to decide if sufficient interest is available to enable the project to break even.

1. Transportation Costs

Air \$ _____

Bus \$ _____

Rail \$ _____

\$ _____

2. Accommodation Costs*

\$ _____

3. Professional Staff Costs

Faculty Salary \$ _____

Coordinator Salary \$ _____

Per Diem Expenses \$ _____

\$ _____

4. Special Events

\$ _____

5. Tuition and Fees

\$ _____

6. Other

_____ \$ _____

_____ \$ _____

\$ _____

Sub-total \$ _____

7. Administrative Overload

10% of Sub-total

\$ _____

8. Total Cost

\$ _____

Estimated number of participants _____

Estimated Fee per person _____

*Participants will pay for their own meals, separately.



**St. Louis Community
College**

APPLICATION FOR ADMISSION

An equal opportunity and affirmative action institution.

SOCIAL SECURITY NUMBER

STUDENT NUMBER (new students omit)

RESIDENCE

☐ City of St. Louis
☐ St. Louis County
☐ Meramec Valley R-3
☐ Other county of Missouri
 (Fill in below)
☐ Out of State or Foreign Country
 (Fill in below)

City _____

County _____ State or County _____

BIRTHPLACE

City _____

County _____ State or Country _____

TELEPHONE NUMBER

DATE OF HIGH SCHOOL GRADUATION

Non-graduates of high school may be admitted if 18 years old and out of school for six months beyond end of the academic year last enrolled. Contact Admissions Office.

DATE OF OTHER COLLEGE ATTENDANCE

to
 Month Year Month Year
 to
 Month Year Month Year
 to
 Month Year Month Year

STUDENT STATUS

☐ (R) Regular Student
☐ (U) Unclassified

ENTRY STATUS

☐ (N) New Student to College
☐ (R) Re-entry (former St. Louis Community College student)
☐ (T) Transfer Student (new to St. Louis Community College)
☐ (I) In District Transfer

CAMPUS PREFERENCE:

☐ Forest Park
☐ Meramec
☐ Florissant Valley

CAMPUS LAST ATTENDED

☐ Florissant Valley
☐ Forest Park
☐ Meramec

Date last attended _____

I AM APPLYING FOR:

Year 19

☐ Fall Semester August
☐ Spring Semester January
☐ Summer Session June
☐ Inter Session

UNIVERSITY OF CALIFORNIA

ERIC CLEARINGHOUSE FOR

JUNIOR COLLEGES

6 POWELL LIBRARY BUILDING
 LOS ANGELES, CALIFORNIA 90024

EE 36

FEB 5 1982

LEGAL NAME

PREVIOUS NAME

LEGAL ADDRESS

Number & Street

City

State

Zip Code

DATE OF BIRTH

Show month numerically as
 01 for January
 06 for June

I plan to pursue the following
 curriculum: (regular students only)

PREDOMINANT ETHNIC ORIGIN (Check one)

☐ Foreign, non-resident
☐ Black, non-Hispanic
☐ American Indian or Alaskan native
☐ Asian or Pacific Islander
☐ Hispanic
☐ White, non-Hispanic

SEX

☐ M-Male
☐ F-Female

VETERAN

☐ Y-Yes
☐ N-No

NAME & LOCATION OF HIGH SCHOOL LAST ATTENDED

If you have a Missouri High School Equivalency Certificate, check the box ☐
 If you have neither a High School Equivalency nor a High School Diploma, check this box ☐
 If you have never attended any college, check this box ☐

NAME & LOCATION OF COLLEGES ATTENDED other than St. Louis Community College

1
 2
 3

INFORMATION NEEDED IN CASE OF EMERGENCY:

Name of Person to Notify (Last, First & Middle)

Relationship

Number & Street

City

State

Zip Code

Telephone Area Code & Number

I UNDERSTAND THAT FALSIFICATION OF INFORMATION ON THIS APPLICATION WILL SUBJECT THE STUDENT TO DISCIPLINARY ACTION, WHICH MAY RESULT IN DISMISSAL

Signature

Date

This column is
 for office use
 only

LEGAL ADDRESS CODE

RESIDENCE

ETHNIC ORIGIN

HIGH SCHOOL

CLASS

RANK

HIGH SCHOOL GRAD

CURRICULUM

HIGH SCHOOL GRADUATION

Month Year

HIGH SCHOOL TRANSCRIPTS

SESSION APPLIED FOR

COLLEGE CODES

VISA STATUS

TEST SCORES

FILE COMPLETION DATE

Month Day Year

Revised 2/81